



City of Cleveland
Department of Building and Housing
Master Plan Examiner

Job Responsibilities:

- Under the Supervision of the Deputy Director, Chief Building Official, and the Commissioner of Construction Permitting, reviews commercial and residential construction documents for conformance to the Ohio Building Code, Residential Code of Ohio, Cleveland Zoning Code, and Cleveland Codified Ordinances.
- Prepares correction letters, adjudication orders, and plan approval letters. Provides code consultation with applicants, design professionals, contractors, and developers.
- Represents the Department at hearings and meetings including the Board of Building Standards and the Board of Zoning Appeals. Performs other job-related duties as required.

Minimum Qualifications:

- A High School Diploma or GED is required. A Bachelor's Degree in Architecture or Engineering from a four year accredited college or university is required.
- Five years of full time paid experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the Board of Building Standards OR five years of full time paid experience in plan review.
- Must have State of Ohio Architect License or Professional Engineer License. State of Ohio Board of Building Standards (OBBS) certifications as a Master Plan Examiner as well as a Residential Building Official (or Residential Plan Examiner) are required and must be maintained throughout employment.
- A valid State of Ohio Driver's License is required.
- Must be computer proficient in using Word, Excel, and Microsoft Office.
- Must be able to lift and carry 30 pounds.

Salary / Benefits:

The estimated salary for this position is \$31.31per hour

Health Insurance

Paid time off

Please submit your resume and cover letter to Lily Vajusi, Department of Building and Housing, 601 Lakeside Avenue, Cleveland OH 44114, or fax to (216) 664 3590, or email to:

lvajusi@city.cleveland.oh.us

EQUAL OPPORTUNITY EMPLOYER